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Procedure Title: TILO Safety Program

1. PURPOSE: This instruction provides policy and procedures for the TILO Safety Program and applies to all personnel within TILO. The TILO Safety Program was established to implement AFI 91-301. The purpose of the program is to provide information and ensure the safety of TILO's work areas and reduce on-the-job injuries. The goals of the TILO Safety Program are to prevent and eliminate hazards, reduce the number of injuries and accidents, and increase employee safety awareness in the MASIIS Branch.

2. SCOPE: Includes all personnel permanently and temporarily assigned to the MASIIS Branch, TILO in Building 3.

3. DEFINITIONS:

4. RESPONSIBILITIES: Responsibilities are outlined in Para. 5 below.

5. INSTRUCTIONS. Implementation of the TILO Safety Program shall be accomplished by the actions of TILO personnel in accordance with AFI 91-301. (Supervisors may also refer to the TI Supervisor Safety Handbook.) Additional duties and responsibilities are as follows:

5.1. Branch Chief:

5.1.1. Appoints TILO Safety Monitor and Alternate.

5.1.2. Assigns duties to TILO Safety Monitor and Alternate as required.

5.1.3. Provides TILO representative to TI Safety Council.

5.2. Section Chief:

5.2.1. Nominates TILO Safety Monitor.

5.2.2. Ensure safe work conditions in the work area.

5.2.3. Perform quarterly safety inspections of their work area with the Branch Safety Monitor.

5.2.4. Maintain a record of the safety inspections, AFMC Form 315 and Administrative Safety Checklist.

5.2.5. Perform annual review of individual Employee Safety and Health Record, AF Form 55.

5.3. Branch Safety Monitor/Alternate:

5.3.1. Post required safety materials on official bulletin board.

5.3.2. Attend TIL Division Safety Meetings.

5.3.3. Work with Branch and Section Chiefs to raise safety awareness among employees.

5.3.4. Assist Branch and Section Chiefs in case of evacuation or emergency.

5.3.5. Provide safety briefing at quarterly safety meetings for the Branch.

5.3.5.1. Prepare AFMC Form 316, Supervisor Safety Meeting Minutes and forward to appropriate supervisor for signature. Attendance sheet from safety meeting will be attached.

5.3.5.2. Maintain completed AFMC Forms 316 for Branch.

5.3.5.3. Provide a copy of the completed AFMC Form 316 to the TIL Safety Monitor.

5.3.6. Maintain current evacuation plans for TILO employees in Bldg 3 (1st floor). Current evacuation plan is attachment 1.

5.3.7. Safety Monitor and alternate will perform quarterly safety inspection with their supervisor in their respective sections and branch.

5.3.7.1. Attachment 2 is a Safety Checklist for this inspection.

5.3.7.2. Complete AFMC Form 315, Supervisor Safety Inspection Record and forward to supervisors for signature.

5.3.7.3. Maintain Branch file for completed AFMC Forms 315.

5.3.7.4. Provide a copy of the completed AFMC Forms 315 to the TIL Safety Monitor.

5.3.8. Represent TILO as representative to the TI Safety Council.

5.3.8.1. Attends TI Safety Council Meetings and forwards copies of the minutes to Branch and Section Chiefs.

5.3.8.2. Supports the TI Safety Council efforts to improve safety.

5.4. ALL TILO Personnel:

5.4.1. Work in a safe manner.

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5.4.2. Report unsafe conditions to the Supervisor, Safety Monitor or Alternate.

5.4.3 COMMENTS/SUGGESTIONS. Comments and suggestions concerning this program are welcomed and may be submitted to the Safety Monitor or Alternate.

6. REFERENCES.

6.1 AFI 91-301

6.2 REF-027 TI Supervisor Safety Handbook

6.3 OC-ALC-TAFBR 92-1, TAFB Fire Prevention-Fire Protection Program

7. RECORDS:

Governing Requirements	Specific Record	Resp Org	Stor Site	Form or Rcrd#	Filing Method	Ret. Time	Security Class	Remarks	Electronic Records Backup Method
AFMAN 37-139	Supervisor Safety Inspection Record	OC-ALC/ TILO	OC-ALC/ TILOC	AFMC FORM 315	Hard Copy	1 Year	UN	--	--
AFMAN 37-139	Supervisor Safety Meeting Minutes	OC-ALC/ TILO	OC-ALC/ TILOC	AFMC FORM 316	Hard Copy	1 Year	UN	--	--
NFPA 10 Chapter 4-3	Fire Extinguish Inspection Record	OC-ALC/ TILO	On Item	--	Hard Copy	1 Year	UN	--	--

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8. ATTACHMENT:

8.1 Flow Chart(s)

8.2 AFMC Fm 2519, Administrative Safety Checklist

8.3 Evacuation Plan, Bldg 3 (TILO)